



REASSESSMENTS: Overview, Late, Reassessment Letters in CCFA

- **Reassessment Policy**
- **Late Reassessments**
- **Who Performs the Reassessment?**
- **How do I find out who needs a reassessment?**

- **The Financial Assistance Policy Guide provides guidance to families, care givers and providers.**
- **Parents/guardians must be notified in writing at least 30 days before their reassessment date:**
 - To inform them that reassessment is required to verify continued eligibility for EEC financial assistance, and
 - Failure to submit documentation required to determine their continued eligibility will result in their subsidy being terminated.
- **CCFA begins notifying subsidy administrators of children who are expiring 90 days from the system date**
 - Upcoming reassessments can be seen on the Reassessments Tab on the Home Page
 - Subsidy Administrators can begin to send reassessment letters to families and scheduling appointments up to 90 before the expirations
 - Providers can also see the upcoming reassessment on their Reassessment Tab.

- **Continuity of Care** refers to the continuation of EEC financial assistance services for a child already receiving EEC financial assistance in the form of an EEC contracted slot or voucher, if the child remains eligible.
- **Families who have a change in activity, income, or family size or composition upon reassessment will continue to be eligible for financial assistance, as long as they continue to meet EEC income and activity requirements**
- **When a subsidy administrator determines that a family will be denied child care or will terminate or reduce a child care subsidy, a written notice must be given to the parent at least 14 calendar days before the effective date of the reduction or termination.**

- **Failure to submit the documentation required to establish the parent's/guardian's continuing service need and income eligibility will result in termination of EEC financial assistance.**
 - If a parent/guardian does not submit required documentation at the time of reassessment, the subsidy administrator will issue a termination notice.
 - Providers should not be paid for services that are rendered after expirations.
- **CCFA also has a provisional authorization function that allows programs to extend authorizations up to 30 days under certain circumstances (i.e., parent submits documentation on the last day of eligibility)**
 - In addition, policy allows children to return to care -- no backdating - for families that reassess within 30 days of the expiration of the family's most recent authorization.

- **Override Functionality**

- Access to the override function is temporary
- The use of the override function is limited to specific program staff
- Use of the override was and continues to be limited to delays associated with data conversion or CCFA performance issues.

Who Performs Reassessments?



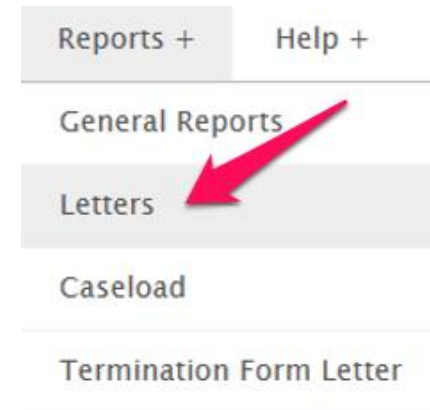
- **In CCFA a family has one authorization except for DCF.**
 - Users may see more than one due to the authorization's carried forward from eCCIMs/CCIMS.
- **The Subsidy Administrator is the Contract Provider if the family is receiving services from a single Contract Provider or;**
 - Regardless of the number of placements
- **The Subsidy Administrator is the Contract Provider if the family is receiving services from a single Contract Provider or;**
- **The subsidy administrator will be the CCRR who will manage all reassessments and redeterminations.**
 - For all authorizations where the family is receiving services at multiple Contract Providers and/or FCC Systems.
 - Or the family is being provided services by both contract and voucher at multiple Contract Providers and/or FCC Systems and/or Independent Family Child Care Providers.

- **EEC established the Single Authorization Policy**
- **CCFA system default is to have the “Disable Reassessment by Provider” function checked and will remain checked for:**
 - All children receiving services that are funded by the waitlist remediation account until the funding is moved to Income Eligible in the following fiscal year.
 - All DTA children receiving services by voucher remain within the control of the CCRR
- **The CCRR may uncheck this function to allow other subsidy administrators with children receiving services by voucher(not DTA) to manage the voucher reassessment if the family is receiving care by one subsidy administrator.**

Reassessment Letter Options Available



- Perform Reassessments early. CCFA allows you to send letters to families due in 90, 60, 45 days (or All)
- Able to complete reassessments when information is provided
- Generate Letters to Families
- Generate Letters to Providers
 - CCRR will not be issuing monthly reassessments letters to the providers. The providers can view in CCFA.



Home Intake + Provider + Billing + Admin + Reports + Help +

Reassessment Letters

Select Report Type : Reassessment Letter to Family

Reassessment Search Criteria

Start Date : 02/01/2016 End Date : 04/30/2016 Reassessment Due in : -- All --

City / Town : -- All -- Zip Code :

Provider : -- All --

☒ Show families already Printed

Search

Generate Letters to Families or Providers



- CCFA displays a list of those for whom letters will be generated
- Select or unselect those to print in the checkbox on the left
 - When 'Generate Report' is selected all the families included in the letter generation will be excluded from the next report run unless the user chooses to check 'Show families already Printed'
- Select Generate Report to create a download with all letters

Reassessment Letters

Select Report Type : Reassessment Letter to Family

Reassessment Search Criteria

Start Date : 02/01/2016 End Date : 04/30/2016 Reassessment Due in : -- All --

City / Town : -- All -- Zip Code :

Provider : -- All --

☒ Show families already Printed

Search

2 Generate Report

Reporting Address : 190 HAMPSHIRE STREET LAWRENCE MA US

<input checked="" type="checkbox"/>	Family Name	Child Last Name	Child First Name	Auth Start Date	Auth End Date	Admin Org	Provider	Program	Printed	
<input checked="" type="checkbox"/>	23077	**DO NOT USE**	**DO NOT USE**	JAVIUS	7/1/2015	4/18/2016	Community Action Inc.	Community Action Headstart Fox Center	Head Start Before and After School	N
<input checked="" type="checkbox"/>	402393	ADEBOWALE	ADEBOWALE	BRYAN	2/1/2016	4/30/2016	Crayon Campus, Inc.	Crayon Campus - Howland	Center-Based After School Only	Y
<input checked="" type="checkbox"/>	402393	ADEBOWALE	ADEBOWALE	BRITTNEY	2/1/2016	4/30/2016	Crayon Campus, Inc.	Crayon Campus - Howland	Center-Based After School Only	Y

Generate Letters to Families or Providers



- CCFA will generate letters to be sent with all appropriate information



EXECUTIVE OFFICE OF EDUCATION EARLY EDUCATION AND CARE

Advance Notice of Child Care Financial Assistance Expiration at Required Reassessment
Child Care Circuit

February 01, 2016

RONELL ADEBOWALE
678 BROADWAY APT 1
EVERETT, MA 02149

Service Need:
1C - Job Development/Placement

CRAYON CAMPUS - HOWLAND

DEAR RONELL,

This letter has very important information about your financial assistance for child care. At least every 12 months you must give Child Care Circuit information to renew your child care financial assistance. The time for you to renew is now! In this letter, we explain what you will need to do to renew your child care financial assistance, and why you have to renew it.

Why do I have to renew my child care financial assistance?

Your child care financial assistance for the following children

BRYAN ADEBOWALE, BRITTNEY ADEBOWALE will end on 4/30/2016.

If you do not renew your child care financial assistance before the end date above, your child care financial assistance/voucher will end on that date. If your child continues to attend his/her child care program without an active child care authorization, you will be responsible for payment to your child care program. We do not want this to happen, so please contact us as soon as possible to renew your child care financial assistance!

Who do I contact to renew my child care financial assistance?

Finding those Due in CCFA



- Find a list of those requiring reassessment in CCFA by selecting the Reassessment Tab on your Home Page

Dashboard

Notification Reassessment Age Up Authorization Attendance Status

Days left	YOU are responsible for			Total
	Contract	Voucher	Both	
15	0	279	0	560
45	0	634	6	1460
60	0	345	3	749
90	0	552	3	1246

NOTIFICATIONS

Date	Message
11-24	Access to CCFA Authorization Override Function -- Extended through Wednesday, December 30, 2015
11-12	IMPORTANT NOTICE REGARDING EEC's CHILD CARE FINANCIAL ASSISTANCE SYSTEM (CCFA)
11-02	School Age Contract Slot Guidance
09-30	Rerun of CCFA billing to fix Inaccurate billing issues in CCFA Production
08-21	Frequently Asked Questions (FAQs) click here for more...

- Click on one of the number links to go to the Family Details

ReAssessmentList

Show entries

Filter by:

Family Name	Family ID	Agreement Type	Funding Source	ReAssessment Due Date	Number of Days Remaining
ACHAW-OWUSU - 111 ALLEY ST APT 1	30656	Contract	IE	2/13/2016	12
ADAMS**CP**1/10/11 - 1000 LORING AVE APT C33	2089	Contract	DCF	2/11/2016	10
ALBA - 109 BROAD ST APT 104	408749	Voucher	IE	2/10/2016	9
ALDRICH - 12 EVELYN RD	32307	Voucher	DTA	2/2/2016	1
ALEJO - 205 Water st	411774	Contract	DCF	2/16/2016	15
ALICEA - 397 CHELMSFORD ST	22315	Voucher	IE	2/15/2016	14
ALLEN - 341 LAWRENCE ST # F2	17593	Voucher	DTA-T	2/10/2016	9
ALMEIDA - 30 BAKER ST	26106	Voucher	DTA-PT	2/10/2016	9
ALONZO - 72 MALL ST	17220	Voucher	IE	2/1/2016	0
ALVARADO - 112 CHADWICK ST	412833	Contract	DCF	2/2/2016	1
ALVARADO - 64 GREEN ST	33993	Voucher	IE	2/12/2016	11
ALVES - 20 GRACE ST	5485	Contract	IE	2/11/2016	10
ALZUPHAR - 42 WYETH ST	410020	Contract	DCF	2/9/2016	8
AMARAL - 23 VICTOR ST APT 18	27960	Voucher	IE	2/9/2016	8
anderson - 101 RANTOUL ST APT 512	17932	Contract	DCF	2/5/2016	4

Showing 1 to 100 of 584 entries

Previous Next

Create the Reassessment



- **On the Family Details Page, select the Add Authorization action**
- **Enter the Authorization details, selecting Reassessment as the Authorization Type**
- **Complete all required information and Submit the Authorization for Approval**